



CHECKLIST OF JOBS BEFORE TRAVEL

- ☐ pay bills and prepay any which will fall due while away
- ☐ bank accounts – move money as required
- ☐ check you have necessary visas and passports current
- ☐ travel cards - buy currency if you wish
- ☐ phone banks to tell them of travel and to disable the text message security for payments if you wish (or do this online)
- ☐ put all the following on phone/laptop electronically - I put pdfs in ibooks.
 - ☐ travel bookings (note which are already paid and which are to pay)
 - ☐ packing list with brands for insurance if luggage goes astray
 - ☐ itinerary
 - ☐ e-tickets
 - ☐ hotel bookings
 - ☐ tour bookings
 - ☐ travel information
 - ☐ photos of passports, driver's licence and cards
 - ☐ photo of relevant visa pages
 - ☐ details of travel insurance
 - ☐ PDS terms and conditions of travel insurance
 - ☐ insurance phone number in an emergency
 - ☐ phone numbers for lost cards, embassy numbers
- ☐ print out the above information as well and have a copy in two places in luggage
- ☐ arrange pet sitter or kennel stay
- ☐ inoculations/vaccinations
- ☐ email itinerary to kids, parents
- ☐ register your travel with Dfat (go to www.dfat.gov.au, create an account first, and then enter your trip details which is extremely easy - the site

knows and auto-fills the names and telephone numbers of hotels all over the world)

- ☐ arrange for pot plants to be watered
- ☐ arrange to have free papers collected, paid papers stopped
- ☐ arrange to have mailbox cleared or mail held
- ☐ lawn mown and arrangements made for lawn and garden if necessary
- ☐ clean frig
- ☐ phone – change messages on home phone and mobiles
- ☐ buy any batteries needed
- ☐ buy or order any duty-free
- ☐ buy spare pills if necessary, pack prescriptions
- ☐ check appropriate power adapter
- ☐ put gym membership and other memberships on hold
- ☐ jewellery and spare car keys safe
- ☐ mobile phone: if you are taking it, either turn off roaming and cellular data, or arrange for local simcard on arrival, or buy international pass through your carrier
- ☐ download kindle books or buy reading matter
- ☐ back up computer and photos
- ☐ let neighbours know away dates
- ☐ notify anyone with whom you have a commitment that you won't be available for duty during trip
- ☐ check gutters clean etc
- ☐ organize house clean just before departure, clean linen
- ☐ stop or disable email subscriptions, set up automatic email message about absence
- ☐ 48 hours before, check into airline online
- ☐ close all windows, lock all doors, lock door garage/house, pack or hide key
- ☐ turn off water to dish washer, frig, washing machine
- ☐ turn off all electrical on standby, plus towel rails
- ☐ turn off hot water system
- ☐ day of departure activate Telstra International pass if purchased
- ☐ make sure to take Australian money or means of paying for taxi on arrival home, plus key to get in
- ☐ lastly, check you have your passports with you!